

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post Kampala	2. Agency STATE	3a. Position Number 100354
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No If yes, please provide position number:

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☒ c. Other (explain) **Implementation of HR/OE and DS/IP/OPO approved Standard Job Description**

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	Surveillance Detection Coordinator, FSN-710	FSN-7	HR/OE; DS/IP/OPO	11-20-2017
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (<i>If different from official title</i>)	7. Name of Employee
8. Office /Section Regional Security Office	a. First Subdivision Surveillance Detection Unit
b. Second Subdivision N/A	c. Third Subdivision N/A

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Date (mm-dd-yyyy) Employee Signature _____	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Date (mm-dd-yyyy) Supervisor Signature _____
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) Chief or Agency Head Signature _____	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or HR Officer _____ Date (mm-dd-yyyy) Admin or HR Officer Signature _____
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13. Basic Function of Position

The Surveillance Detection Coordinator (SDC) reports directly to the Regional Security Officer (RSO) and provides daily oversight of the Surveillance Detection (SD) Program. The SDC provides the RSO with timely analysis of notable events and receives daily reports, which she/he is responsible for analyzing, translating, and inputting daily data into the Diplomatic Security Information Reporting (myDSIR) database. The SDC provides the direct supervision of SD Technician (if applicable) and two (2) SD Supervisor(s) and indirect supervision of six (6) SD Monitors. The area of responsibility and supervision encompasses the Embassy/Consulate/Consulate General/Embassy Branch Office and/or other U.S. Government (USG) facilities, or specific USG event venues, per direction of the RSO.

14. Major Duties and Responsibilities

_____ % of Time

Surveillance Detection Team Oversight 50%

Position is responsible for assisting the RSO in the day-to-day overall operational management of the SD personnel and program. The SDC duties must include:

- Supervises/coordinates the daily operational planning and deployment of the SD personnel as directed by the RSO.
- Serves as liaison with other agencies and offices at post on SD matters, to include the Foreign Service National Investigator and the Local Guard Force Commander.
- May plan and liaise with host government security elements.
- Schedules and coordinates the mission planning and daily patrol areas for the SD personnel, as directed by the RSO.
- Ensures SD reports are documented and entered into the Diplomatic Security Information Reporting (myDSIR) database.
- Briefs the RSO on SD operations and suspicious incidents and personnel.
- Assists the RSO with SD Program administration and determination of logistical support requirements.
- Supervisory duties must include assisting in recruitment and selection of SD personnel, scheduling shifts, approving leave requests, monitoring job performance, preparing performance evaluation reports, and recommending improvement, recognition, and/or disciplinary performance actions.
- Non-supervisory duties must include reviewing and approving proposed selection of SD personnel, defining schedule requirements, and monitoring job performance.

Report Entry, Analysis and Database Maintenance 30%

Receives daily reports from the SD Unit for input into the Department-directed myDSIR database. Conducts analysis of myDSIR reporting; searches the database for similar events, correlations or activities to detect potential surveillance of the mission, residences, and employees. Designs and updates team input sheets to conform to changes in the Department database. Prepares post-specific reports on trends for review and action by the RSO. Informs the RSO of potential trends in surveillance/crime, which may warrant formal investigation.

On-the-Job Training and Assistance 10%

Conducts on-the-job field training on SD procedures. Provides support to the Washington-based trainers when visiting the mission. Incumbent gives basic fundamental briefing on SD to new personnel of the SD Unit. Provides a minimum of 16 hours of annual SD refresher training to the SD Unit. May also provide SD awareness briefings for mission's family members and drivers, at the RSO's direction.

Additional Duties 10%



Maintains unclassified files relevant to SD operations. Assists in the procurement of team equipment and supplies. Attends, translates, and conduct presentations offered by DS to improve procedural operations. Interfaces with Embassy and other post's surveillance detection coordinators for standardization and information exchange. Incumbent also provides assistance to VIP visits. Coordinates SD coverage for special events and VIP visits. Incumbent may maintain external contact with the host country law enforcement and/or police officials.

15. Qualifications Required For Effective Performance

- a. Education
Completion of high school is required.
- b. Prior Work Experience
Minimum of two (2) years of military, police, or private experience in the field of security which include six (6) months of investigative experience is required. In addition one (1) year of supervisory experience is required.
- c. Post Entry Training
Initial 40 hours of SD instruction and on-the-job training in SD operations. Distance-learning version of PT 230 Fundamentals of Supervision.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).
English level III (Good working knowledge) Reading/Writing/Speaking is required.
Host country language level III (Good working knowledge) Reading/Writing/Speaking is required.
- e. Job Knowledge
General knowledge of surveillance techniques. Familiarities with normal traffic patterns, pedestrian behavior, facilities, and travel routes. Knowledge of local law enforcement capabilities is required.
- f. Skills and Abilities
Must possess a driver license with classes B, CM, DL. Ability to manage the work of others in a team environment is required.

16. Position Element

- a. Supervision Received
Reports to the RSO.
- b. Supervision Exercised
Directly supervises two (2) SD Supervisors and indirectly six (6) SD Monitors
- c. Available Guidelines
The Foreign Affairs Manual, Foreign Affairs Handbook, SD Management and Operations Field Guide, Diplomatic Security Instructions and Procedures Handbook, and supervisory instructions.
- d. Exercise of Judgment
The incumbent is expected to independently plan and supervise routine SD program activities and determine the best course of action in threat situations.
- e. Authority to Make Commitments
N/A
- f. Nature, Level, and Purpose of Contacts
Internal contacts are primarily with members of the SDU, the RSO, and USG agencies. May maintain external contact with the host country law enforcement and/or police officials.
- g. Time expected to Reach Full Performance Level
Six months.